

Homeless Prevention Specialist

Job Summary: To provide resources, support, and community connections that remove housing barriers for families in designated schools

Reports to: Homeless Prevention Supervisor

Essential Functions:

1. To provide direct and indirect services to families who are at risk for homelessness. These services are community/home based.
2. To maintain an active caseload of client families in accordance with Stable Families Community Shelter Board (CSB) contract.
3. To accurately maintain client data in the CSB's CSP database and paper files.
4. To complete DCA's in an accurate and timely manner.
5. To attend and participate in supervisory, case planning and case staffing meetings as required
6. To attend and participate in inter and intra-agency meetings, including those as required/necessary for funding sources.
7. To identify students in transition and assist parents in keeping students in same school for the year whenever possible.
8. To serve on any CSB-designated activities or committees.
9. To work with Netcare in coordinating the Stable Families referral system.
10. To work flexible hours.
11. To complete other duties as assigned.
12. 1/3 time spent on the Diversion team housed at Van Buren Family Shelter meeting with families face to face in order to divert from shelter as well as manning the phone line of clients placed on the family stand by list by Netcare. 2/3 times spent providing direct case management at Gladden with an average caseload 10 families.
13. Salary range \$33,000-\$35,000 based on experience, education and license. Gladden offers 10 paid holidays, 3 personal days a year, 1 sick day a month, 3 weeks vacation the first two years of employment and 5 weeks there after. We do not offer health insurance.

Qualifications:

- BSW or other degree, LSW preferred
- Background and experience in working with diverse individuals and families
- Extensive knowledge of community resources
- Excellent oral and verbal communication skills
- Trained and experienced in crisis intervention
- Knowledgeable and experienced in household budgeting, benefits/resource acquisition
- Ability to foster a team approach to problem-solving
- Flexible, creative, reliable and possess initiative
- Committed to the welfare of children
- Computer skills – basic Microsoft office software
- Possess a current driver's license, insurance and the ability to travel as necessary
- Complete a background check and drug test